

Validation Checklist
1:1 ALS Program Orientation / Competencies
Tracheostomy Suctioning

NAME: _____

ID# _____

(Please Print)

JOB POSITION: _____ INITIAL: ☐ ANNUAL: ☐ DATE: _____

PREPARATION				
Skill Component		Yes	No	Comments
Establishes body substance isolation precautions				
Assesses the patient for the need to suction tracheal secretions				
Ensures the tracheostomy ties are secure				
Ensures suction device is working				
Opens suction kit or individual supplies				
Opens/unfolds the sterile container and fill with irrigation solution				
Sets appropriate suction setting:	<u>For the adult patient:</u>			
	100-120 mmHg			
	<u>For Peds and Elderly:</u>			
	Peds/Elderly 60-100mmHg			
PROCEDURE				
Skill Component		Yes	No	Comments
Measures the suction catheter against the length of the inner cannula or spare tracheostomy tube				
Pre-oxygenates patient	Increase oxygen liter flow to 15 Liters/minute for several breaths – if on oxygen			
	Ventilate with BMV device 4-5 times			
Removes oxygen source – <u>if on oxygen</u>				
Unlocks and removes inner cannula - <u>if the device has an inner cannula</u>				
Dons sterile gloves – <i>if indicated</i>	If the tracheostomy tube is new (4-6 weeks)			
	If the patient is immunocompromised			
Connects the catheter to the suction tubing/device and keeps dominant hand sterile – <u>if wearing sterile gloves</u>				
Suctions a small amount of irrigation solution to lubricate the catheter				
Inserts catheter into tracheostomy tube/stoma <u>without applying suction</u>				

Skill Component		Yes	No	Comments
Advances catheter gently to the pre-measured suction depth appropriate level:	<u>For tracheostomy tube:</u> Advances the suction catheter to the measured length into the tracheostomy tube			
	<u>For a stoma:</u> Advances the suction catheter approximately three (3) inches into the stoma			
Suction while withdrawing catheter using a rotating motion				
Suctions no more than:	Adult – max 10 sec			
	Peds – max 5-10 sec			
	Infants – max 5 sec.			
Replaces oxygen source – <i>if indicated</i>				
Delivers positive pressure ventilation – <i>if indicated</i>	Adult 10-12/minute (1 breath q 5-6 sec.)			
	Infant and Children 12-20/minute (1 breath q 3-5 sec.)			
Evaluates airway patency and heart rate				
Suctions the remaining water into a canister				
Discards the container appropriately				
Discards contaminated catheter appropriately	Coils the contaminated catheter around a gloved hand and pull the glove over the catheter			
	Pulls glove from other hand over packaged catheter and discard in approved waste receptacle			
Dons a clean set of gloves				
REPLACE INNER CANNULA				
Skill Component		Yes	No	Comments
Checks for a clean or spare the inner cannula				
Removes the oxygen source – <i>if applied</i>				
Replaces and locks the clean inner cannula in place				

Developed: 1/10 Revised: 11/2018

Validator Attestation Statement for Tracheostomy Suctioning Competency: *My signature below indicates that I have reviewed/validated each line item and that completion by the employee occurred on the date stated at the top of this document.*

VALIDATOR NAME / SIGNATURE: _____ **DATE:** _____
(Print Name & Sign)

- ☐ I understand the content and have completed the above competency assessment and verification process. I believe that I am a competent provider of this service as a result of training, experience and/or competency verification.
- ☐ I understand that I have not met the criteria needed to verify that I am competent provider of this service. I agree to participate in additional leaning activities as assigned in order to meet criteria.
- ☒ I also understand that this form will be kept in my education file and is available upon request.

EMPLOYEE NAME / SIGNATURE: _____ **DATE:** _____
(Print Name & Sign)